

(9/24/2008)

Procedures to Register for the Social Security Administration's Business Services Online (BSO) Service

Agencies should follow the procedures below to register for the Social Security Administration's (SSA) Business Services Online (BSO) in order to submit and verify names and social security numbers of former and/or current employees. Since all LaGov HCM Paid agencies are under one Tax ID number (EIN), the Office of State Uniform Payroll (OSUP) must approve your registration. The following procedures must be followed **prior to registering for BSO**:

- Your agency's HR Director must send an email to the Benefits & Financial Administration (BFA) Unit at _DOA-OSUP-BFA@la.gov to notify us that permission has been given to a particular employee to register for BSO.
- The employee's name that will be registering for BSO should be given in the email.
- The OSUP BFA Unit will reply back to your email that the employee has permission to register.
- That employee can register with BSO requesting permission to the **"Social Security Number Verification Service" (SSNVS) only**.
- SSA will send OSUP a letter within one or two weeks notifying us of the service you have requested access to. An access code will be given in the letter that is required to activate your registration.
- The OSUP BFA Unit will email the access code to the HR Director.

After receiving permission from OSUP to register for BSO, agency personnel should review the information found at <http://www.ssa.gov/employer/ssnv.htm> and follow the step by step instructions provided.

When registering for SSNVS, you must certify that you are currently employed by the employer associated with your registration. This will be verified when you enter OSUP's EIN (721447520) and your Social Security Number, both of which are required for registration. You should enter your agency's name in the field "Company Name or Business Name".

Please note that there are two parts to the registration process.

- **Register to use SSNVS**. Select a password and receive a User ID. Make a note of your User ID, password and expiration date. OSUP **will not** be supplied with this information.
- **Request access to SSNVS**. Login with your User ID and password and select "Request Access and Activation Code". The activation code will be mailed to OSUP within 1 to 2 weeks which will then be emailed to the employee's HR Director.

More detailed information and instructions about SSNVS can be found in the SSNVS Handbook found at http://www.ssa.gov/employer/ssnvs_handbk.htm.